

M E M O R A N D U M**TO: Patricia Miller, Chair**
Classified Staff Council**FROM: Pamela L. Alderman, Ed.D., MSN, RN**
President
**DATE: September 30, 2020****SUBJECT: Holiday Schedule for FY 2021-2022**

I have reviewed and approve the Southern West Virginia Community and Technical College Holiday Schedule for fiscal year 2021-2022 as recommended by the Classified Staff Council. The schedule meets the provisions of Title 135, Procedural Rule, Series 14, *Holidays*, of the West Virginia Council for Community and Technical College Education, Southern's academic calendar and four-day work schedule, the State of West Virginia's Holiday Schedule, and the West Virginia State Code. Please distribute the 2021-2022 Holiday Schedule to all Southern employees accordingly.

West Virginia State Code and Procedural Rule, Series 14, require that state employees take six holidays on the days designated. These specific holidays are Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Martin Luther King, Jr. Day. Additionally, six additional days determined by the president or governing board shall be taken. The number of full holidays shall be twelve, plus additional days for any statewide, primary, or general election.

In fiscal year 2021-2022, Independence Day falls on Sunday, and Christmas and New Year's days fall on a Saturday which requires us to take these holidays on a different day. In the case of July 4, which falls on a Sunday, Southern employees will observe Independence Day on Monday, July 5, 2021. Since both Christmas Day and New Year's Day fall on a Saturday, Southern employees will observe Christmas Day on Friday, December 24, 2021, and New Years Day on Friday, December 31, 2021.

As recommended by the Classified Staff Council, we will alter our four-day work week schedule to reflect Tuesday - Friday as the work week for December 20-31, 2021. December 20 and December 27 (Mondays) are non-work days. This will allow employees a two-week break for Christmas and alleviate the need for employees to use vacation time. There are no classes during this period, therefore, this would not affect the academic schedule for students.

The College will be closed Monday, December 20, 2021, through Sunday, January 2, 2022, for the Christmas and New Year's holidays. Following the holiday break, the College will reopen on Monday, January 3, 2022, at normal business hours.

If the Governor should grant state employees additional days off during the Thanksgiving and/or Christmas holidays, we will take these days during Spring Break. Should you have any questions or concerns, please contact my office.

PLA:elb

Attachment: 2021-2022 Holiday Calendar



Southern West Virginia Community and Technical College
Holiday Schedule - Fiscal Year 2020-2021
July 1, 2021 - June 30, 2022

Monday, July 5, 2021	* Independence Day
Monday, September 6, 2021	* Labor Day
Thursday, November 25, 2021	* Thanksgiving Day
Tuesday, December 21, 2021	Alternate (In lieu of Veteran's Day)
Wednesday, December 22, 2021	Alternate (In lieu of WV Day)
Thursday, December 23, 2021	Alternate (In lieu of Lincoln's Birthday)
Friday, December 24, 2021	* Christmas Day
Tuesday, December 28, 2021	Alternate (In lieu of President's Day)
Wednesday, December 29, 2021	Alternate (In lieu of Columbus Day)
Thursday, December 30, 2021	Alternate (In lieu of Primary Election Day)
Friday, December 31, 2021	* New Year's Day
Monday, January 17, 2022	* Martin Luther King, Jr. Day
Monday, May 30, 2022	Alternate (Memorial Day)

*As designated by West Virginia Code §2-2-1; West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 14, *Holidays*, 2.1 and 3.1; and Southern College Policy, *SCP-2360, Holidays*, Section 6.

For the purpose of taking into consideration Southern's academic calendar, holidays indicated as "Alternate" are in lieu of the Year 2021 Columbus Day, Veteran's Day, and Year 2022 President's Day, Lincoln's Birthday, Primary Election Day, Memorial Day, and West Virginia Day.

NOTE: *If any additional holidays are declared by the President of the United States, the Governor of the State of West Virginia, or the West Virginia Legislature during the 2021-2022 fiscal year, the Classified Staff Council suggests moving those days to the week of Spring Break in 2022.*